Total Force Administration System
Marine OnLine
Bundled Capabilities Package - 1

Manpower Information Systems Support Office – 03

Camp Pendleton, CA

Total Force Administration System

- TFAS is our key enterprise wide initiative to move Marine Corps pay and personnel administration to a single log on, predominately self-service, virtually paperless, web based environment.

- TFAS allows global access to pay, personnel tools, and personal information viewed electronically in a secured environment.

- TFAS supports the units and the individuals.

TFAS "The Plan"

- TFAS is fielded through **Marine OnLine**.

- Initial development based on like capabilities called Bundled Capabilities Packages (BCPs):

  - BCP-0 "Individual Capability"
    - Self-certification

  - BCP-1 "Unit Capability"
    - Foundation of workflow and permissions
    - Moves point of entry closer to event

  - BCP-2 "HQ Capability"
    - Connect work flow from individual to HQMC and back

  - BCP-3 "Expansion"

BCP-1 "Unit Capability"

- Phase I (Work Flow Routing)
  - Leave
  - Proficiency and Conduct Marks
  - Promotion Recommendations
  - Morning Reports
  - Automated Performance Evaluation System (APES)
- Phase II
  - MOL Managements
  - Customized Reports
  - Electronic Personal Action Request (PAR)
  - PTAD and Liberty

Slide 4

TFAS BCP-1

- BCP-1 is the key to future fielding
  - The first step in giving commanders back the capability lost with the reduction in administrators
  - The foundation for future capability
- Balances Authority, Responsibility and Information Access
  - Establishes the workflow needed to pass requests and establish permissions
  - Works within structure to allow <u>visibility</u> of information
  - Generates MCTFS entries at the <u>appropriate </u>level

How It Works

- ## WEB Based
  - – Local MISSO initiates RUC level Commander
  - – Commander is provided with a template
    - • Accept or change
  - – Commander determines authority through assignment of permissions

Permissions & Workflow

- A single permission is associated w/
    - An Individual User for a...
    - Individual Task (e.g. Leave Request) & a given...
    - Work Flow Permission Type, but only for a defined...
    - Unit Scope
- Workflow Permissions Type:
    - View
    - Reviewer (Active or Passive)
    - Approval
    - Grant
- Permissions granted by Reporting Unit Code (RUC) CO & delegated subordinates.
    - Templates
    - By Module
- Users can have many permissions associated w/ their MOL profile.

Scope

- Workflow determined by Scope
  - Battalion/Squadron
  - Company/Detachment
  - Platoon
  - Squad/Work Section

Echelons

- Echelon 1
  - Individual User
- Echelon 2
  - Small Unit Leader
- Echelon 3
  - RUC Level
- Echelon 4
  - IPAC/APAC/CPAC
- Echelon 5
  - HQMC/MISSOs

Leave

- Individual initiates from the Web (MOL account)
  - Any computer with internet access
- Recommendations and approval through workflow
  - Member chooses active reviewer by scope
- Individual, duty, or command sign-out through MOL
  - Commander decides
- Unit Morning Report updated by sign-out
- Self or command check-in
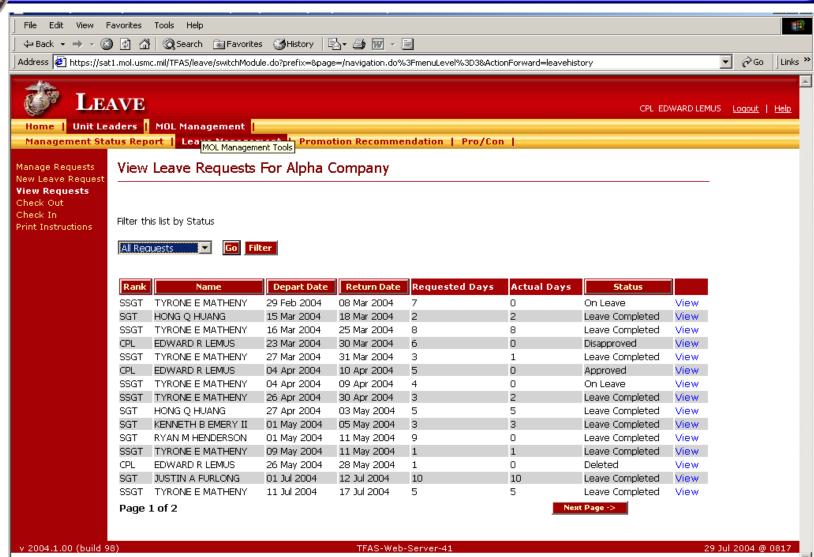- MCTFS transaction auto-generated by check-in
- Member charged leave

Slide 10

Leave

LEAVE

New Leave Request For CPL EDWARD LEMUS

SSN:	██████	Leave Used YTD:	**14.0**
First Name:	**EDWARD**	Leave Balance:	**34.5**
Middle Initial:	**R**	EAS Date:	**01 Oct 2007**
Last Name:	**LEMUS**	MOS:	**0121**
Rank:	**CPL**	Pending Charges(via MOL):	**0.0**
		Projected Balance:	**34.5**

Leave Address:	203 D JOHNSON CT	Leave Type:	Annual Leave
Leave Address 2:	OCEANSIDE, CA. 920540000	Leave Phone Number:	818-943-9863
Requested Departure Date:	30 Jul 2004	Requested Return Date:	31 Jul 2004
Requested Departure Time:	1630	Requested Return Time:	0800
TriCare Region:	REGION 1 (NORTHEAST)		

Comments

Slide 11

Leave

Slide 12

Concept

- Standardize Morning Report process across the Marine Corps
  - Designed to meet the needs of the RUC level commander & subordinates.
  - Will give a single accurate manning & status picture for accountability.
  - Eliminate/Reduce paper, differing data formats, compilation time, redundant data entry & errors.
- Two Modules:
  - **Unit Management** (Data Entry) occurs at RUC level and below only.
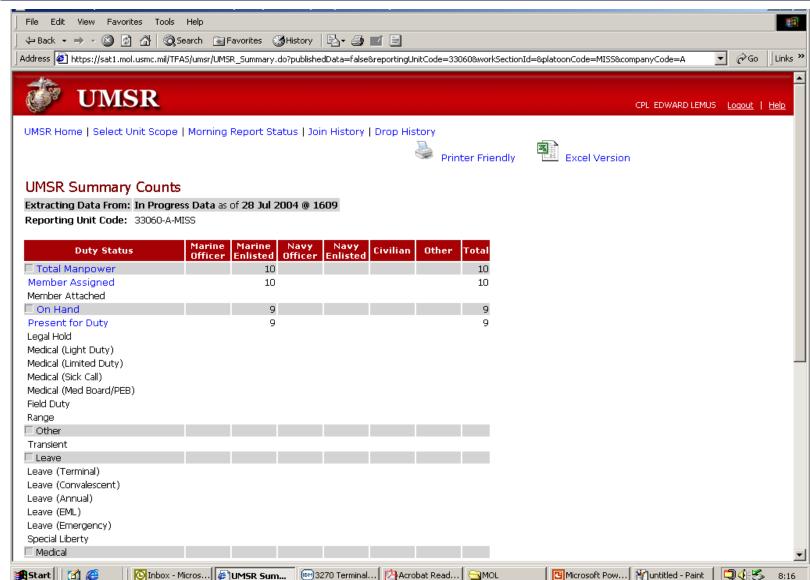 - **Status Report** (Morning Report) – READ-Only; Global view.

Unit Management –Data Entry

- Update Data
  - Duty Status (Present-for-Duty, On Leave, Etc.)
  - Unit Membership – Update values for RUC/Co/Plt/Work Section
  - Comments
- Unit Membership Updates
  - Internal to RUC -Allows for update of local unit membership changes within Unit Scope. Examples:
    - BN can transfer a Marine from one Company to another.
    - Co Cmdr can transfer a Marine from one Platoon to another.
    - Plt Cmdr can transfer a Marine from on Work Section to another.
  - External to RUC - Drops & Joins (PCS/PCA, FAP, TAD)
    - Gets "Names" on/off rosters & allows MOL "functions" immediately.
    - Will not create a MCTFS join/drop transaction due to complex nature & financial impacts of Joins & Drops. PAC must still join/drop in MCTFS.
    - Can be prepared by an Active Reviewer, but a user w/ Approval permissions must "Approve" it to commit the Drop/Join in MOL.

Slide 14

Unit Management

Slide 15

- **Certifying the Unit**
  - Cmdrs will set their own policy as to the time of day when subordinate units need to submit a "Morning Report."
  - Submitting a Morning Report means each leader at their level (Work Section-> Plt -> Company -> RUC) "certifies" that the duty status and unit membership for the Marines in their unit is current as of the date/time of certification.
  - The data is captured (snapshot) - date/time stamped.
  - As each lower level unit performs this certification up to the RUC level, higher level units above the RUC become certified.
- **2 Views: Certified "Morning Report" & Status Report**
  - Users may see a real time view of the Status Report (incorporates any changes that have occurred after "Morning Report" certification) or they may view the current daily "certified" Morning Report.
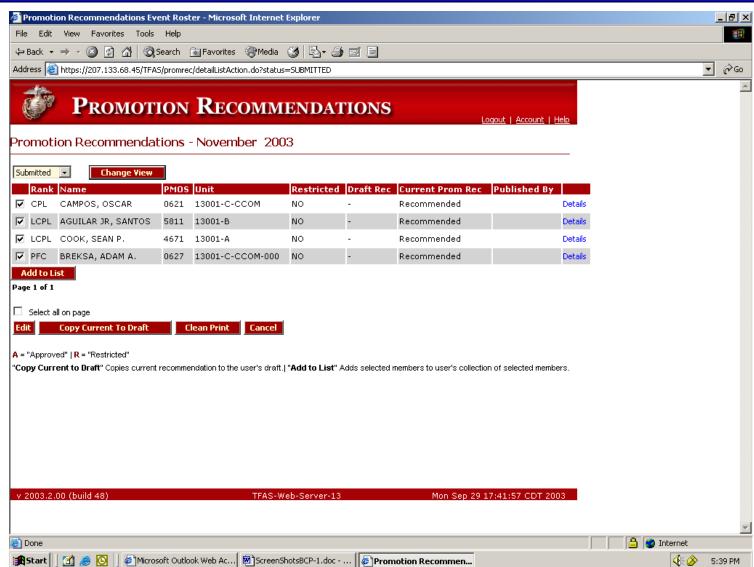
Promotion Recs & Pro/Cons

- ## Common Functionality
    - Any number of Active Reviewers can participate; Passive Reviewers view. Give "View" permissions – provides oversight.
    - Users participate in any sequence. Can occur in Ad Hoc/non-sequential manner.
    - Approver has final say; once Approver submits – records locked & MCTFS transactions result.
    - On Page Links to Marine's BIR, BTR, etc.
    - User Can apply "group edits" – select all Recs from another user, then edit exceptions.
    - Data is sort-able, e.g. show all Non-Recs, sort by Pro/Con values, etc.
    - User w/ lesser unit scope not able to see "higher" recommendations.
    - Can "submit" a recommendation on one Marine or many.
    - Users may not edit recommendations of other users.
    - Prompts for further actions – Page 11 entries for non-Recs, etc.
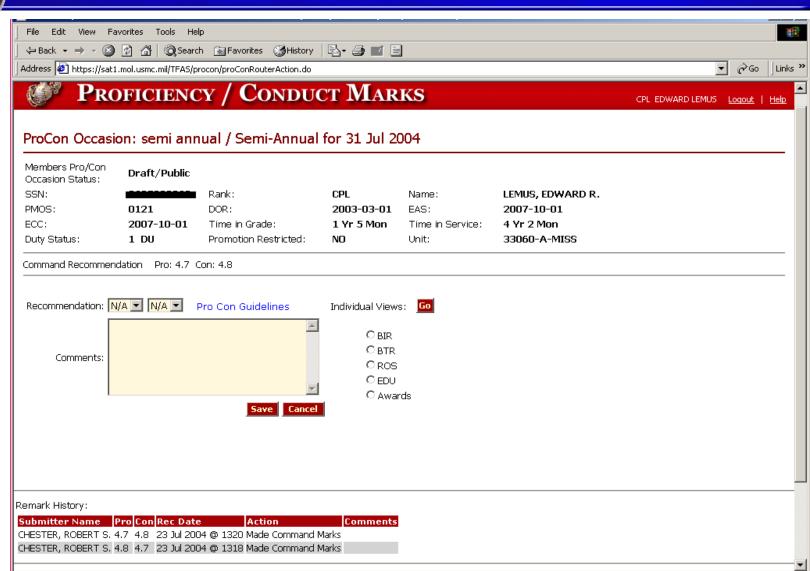
Promotion Recs & Pro/Cons

- Promotion Recs
  - System generates an Eligibility List for upcoming Month (~5th day of month).
  - Have about 10 calendar days to submit Recs.
  - Active Reviewers make Recs on promotion eligible Marines.
  - RUC CO/"Acting" CO is the Approver.
  - Approver has final say – submit data for MCTFS transaction.
  - Select Grade Report – Marines who come up select grade – MOL will generate a report to users.
- Pro/Con's
  - All Occasions (SA, GC, TR, etc.)
  - Active Reviewers provide recommended P/Cs & comments.
  - Links/Info to Pro/Con Guidelines.

Slide 18

Promotion Recs & Pro/Cons

Slide 19

Promotion Recs & Pro/Cons

Slide 20

A-PES Key Points

- Easy and Convenient
- Drastically reduces Admin errors
- Immediate delivery to MMSB
- Available to MRO and Reporting Chain
- Reporting Chain must have MOL account
- "Resident experts"

Role of the PAC

- Quality Control vice Process Owner
  - Visibility permission from the RUC
    - Morning Report
    - Pro/cons
    - Promotion Recs
    - Leave
  - Work the Discrepancy Report
    - Drops
    - Joins
    - Leave

Slide 22

Role of the PAC

- Corrective Action vice Input
  - You don't run it but you fix it
- Subject Matter Experts
  - First Line of Defense
  - Trainers

Slide 23

- \- **Command Management capabilities**: designate Acting CO, Post/Relieve OOD, set leave check-out tolerance, suspend/restore user permissions.

- \- **View Other - Personal Information Reports**: 3d party view of your Marines BIR, BTR, Educ, Awards, ROS..etc.

- \- **Table of Organization**: assigning T/O number, T/O Line Number, and Billet Description; creating/processing appropriate MCTFS TTC's.

- \- **Commander's Messaging**: provides unit command group the ability to post notifications/messages to all their Marine's MOL accounts.

- \- **User Management Module**: Create non-Marine MOL accounts and have their Join processed in MCTFS. Create MOL account sponsorships.

- We also have quite a few PTR's and enhancements to the Leave module and MOL Management module that should be addressed with Release 1.

Slide 24

Near Term Development

- - **Ability to build Echelon 4 units (IPAC's, etc).**
- - **Permissive TAD module**: Create/Track PTAD Orders.
- - **Special Liberty/Out-of-Bounds module**: Create/Track Special Liberty/Out-of-Bounds requests.
- - **Composite Score Calculator**: View current CS data and create "what if" CS scenarios.
- - **E-PAR module:** Create/Track E-PAR's at the unit and IPAC level.

- We also have quite a few PTR's and enhancements to the UMSR and Pro/Con modules that should be addressed with Release 2.

Slide 25

- **MISSA/MISSO Help Desk Functionality**: Reset passwords, etc??.

- **- RUC Transfers between MISSO's**.

- - **New Marine Locator:** Searching entire ODSE data vice White Pages.

- - **EMail data conversion:** deleting old MOL Email info and using only the MCTFS email data..

- **- Completion of the conversion of all BCP-0 rosters/views**: BCP-0 will finally go away.

- - **Report.Net**: Canned reports and Adhoc capability.

Slide 26

Near Term Development

- OMPF OnLine
  - Individual view
  - Submission of digital docs
  - Foundation of digital SRB/OQR
- Document Tracking and Management System (DTMS)
- Training
- Automated Career Retention System
- Steering Group projects…

Questions??

MISSO-03

OIC – CWO3 W.D ROSEBERRY

SNCOIC – MGySgt C.A CHAPA

Operations Chief – SSgt T.E MATHENY

Quality Control Chief – SSgt A.K.GRAHAM

(760)725-6982/5342/5233/5269/5701 DSN 365

SMB PENDLETON MISSO on the GAL

OR AT

MISSO@PENDLETON.USMC.MIL